



# Commonwealth of Massachusetts

## Construction Supervisors License Continuing Education

### Course Approval Application

Mail to: Office of Public Safety · Attn: Kimberly Spencer · 50 Maple Street – Suite One · Milford, MA 01757-3698

**R5.4.7 Course approval.** Courses must be approved by the BBRS in advance and will be approved on the basis of the applicant's compliance with the provisions of this section relating to continuing education in the regulated industries. The BBRS shall make the final determination as to the approval and assignment of credit hours for courses. Courses must be at least one hour in length.

Date of Application: \_\_\_\_\_ Coordinator ID#: CS-CD- \_\_\_\_\_

Coordinator Name: \_\_\_\_\_

Coordinator Email Address: \_\_\_\_\_

Phone Number for Applicants to call for questions: \_\_\_\_\_

#### Course Information:

Office Use Only ~ Course Number: \_\_\_\_\_

Course Title (as it will appear on the certificate): \_\_\_\_\_

#### Required Continuing Education Topics:

- |                                                                             |                                                 |
|-----------------------------------------------------------------------------|-------------------------------------------------|
| <input type="radio"/> Code Review....._____ hrs                             | <input type="radio"/> Energy....._____ hrs      |
| <input type="radio"/> Workplace Safety....._____ hrs                        | <input type="radio"/> Lead Safety....._____ hrs |
| <input type="radio"/> Business Practices / Workers Compensation..._____ hrs | <input type="radio"/> Elective ....._____ hrs   |

Course approval fees: New Course Approval fee: \$100.00 + \$25.00 for each hour or fraction of one hour, not to exceed \$150.00 per course (\$250.00 for New Course). If course is denied all fees will be refunded except \$25.00 for administrative costs.  
(make checks payable to Commonwealth of Massachusetts ~ check shall only include course fees only; do not include Coordinator fees)

New Course Approval ~ Total Fee enclosed \$ \_\_\_\_\_  
(New Course Fee \$100 + Course Fee)

On - Line Course ~ \_\_\_\_\_ (yes)\*

\* For On-Line Courses ~ Provide a LOG-IN and PASSWORD so the online course can be reviewed at anytime

New Course Fee = **\$100 fee +**

1 hour = <b>\$25 fee</b>	3¼ to 4 hrs = <b>\$100 fee</b>
1¼ to 2 hrs = <b>\$50 fee</b>	4¼ to 5 hrs = <b>\$125 fee</b>
2¼ to 3 hrs = <b>\$75 fee</b>	5¼ to 6 hrs = <b>\$150 fee</b>

Length of Course \_\_\_\_\_ hrs

#### Instructions:

1. Sign and date completed form
2. The following items must be provided along with the application:
  - Copies of all course materials
  - Detailed syllabus, identifying instruction and break times
  - Required Fee
3. Complete application package must be submitted no less than 30 days prior to the initial offering date

I do solemnly swear that the answers given by me on this application including all attachments are true and complete to the best of my knowledge under the penalties of perjury.

Signature of Coordinator \_\_\_\_\_

Date \_\_\_\_\_

#### Office Use Only

Denied \_\_\_\_\_ Approved \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Course Number: \_\_\_\_\_ Number of Hours: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Transaction Number: \_\_\_\_\_ Check Number: \_\_\_\_\_ Refund Date and Amount: \_\_\_\_\_

MLO \_\_\_\_\_ Email \_\_\_\_\_

- Continuing education consists of courses that impart knowledge that is appropriate to the contractor field.
- The burden of demonstrating that courses impart appropriate contractor knowledge is upon the person seeking approval of credit.
- All course offerings must be open to any interested individuals. Attendance cannot be restricted to any particular group of people and is permitted to be restricted only on the basis of class size.

### **Continuing education credit will not be approved for the following:**

- ✍ courses designed solely to prepare students for a license examination in a discipline other than CSL
- ✍ courses in mechanical office skills, including typing, speed reading, or other machines or equipment. Computer or business skills courses are allowed, if appropriate and related to the regulated industry of the licensee
- ✍ courses in motivation, psychology, or any other course not related to the building industry
- ✍ courses that are primarily intended to impart knowledge of specific products of specific companies, if the use of the product or products relates to the sales promotion or marketing of one or more of the products discussed.
- ✍ time spent on meals or other related activities

### **Coordinator are responsible for**

- I certify I am the approved coordinator and I am responsible for compliance with Massachusetts education laws and regulations.
- I understand courses may not be advertised before approval, unless this application has already been submitted to the Board of Building Regulations and Standards and the course is described in the advertising as "approval pending".
- I understand the number of approved hours must be accurately displayed on any advertisement for the course and if course offering is longer than the number approved continuing education hours, and advertisement must be clear that continuing education credits are not earned for the entire course.
- I understand failure to have only qualified instructors teach an approved course offering will result in loss of course approval.
- I certify all of the information submitted in this application is true and complete and that this document has not been changed in any manner from the form adopted by the Office of Public Safety and Inspections.
- I understand each course of study must be conducted in a classroom or other appropriate facility that is accessible and adequate to comfortably accommodate the instructors and the number of students enrolled according to R5.4.13

### **On-Line Course Guidelines**

- ✍ Allow students to resume the course where they left off if they wish to take the course over several sittings.
- ✍ Students are able to access their course 24 hours per day, 7 days per week.

#### **Attendance:**

- ✍ To ensure that students have the required clock hours of instruction, a program is required that will track the student's progress through the completion of the course.
- ✍ The system ought to prevent the student from skipping ahead. The course should have a prompt before advancing to the next section and interactive quizzes covering the topic for that section which entails he/she must sit for the allotted narration time.
- ✍ Course Completion Certificates will be supplied to the student for printing at completion of course. Required verbiage on Course Completion Certificate shall include, but not limited to:
  - ✓ Attendees Name and CSL Number
  - ✓ BBRS/CSL Continuing Education Course approval number along with the name of the course submitted to this office
  - ✓ Coordinator name and Coordinator number
  - ✓ Course Completion Date